



The Family Liaison Office

Special Employment Initiatives

Professional Development Fellowships for Foreign Service Family Members

The Family Liaison Office (FLO) has just received the unexpected good news that the Una Chapman Cox Foundation has approved funding for a third year of the Professional Development Fellowship Program for Foreign Service Eligible Family Members and Members of Household. This is a pilot program to maintain, enhance and/or develop professional skills for Foreign Service Eligible Family Members and Members of Household who are not in a position to pursue their career path overseas. Fellowships of up to \$2,000 will be granted on a reimbursable basis for enrichment activities. The selected applicant must fund 25% of the cost of the proposed activities and the granted Fellowship will cover the additional 75% of the costs. Activities can include, but are not limited to, continuing education, distance learning, professional development, participation in professional conferences, dues for membership in professional organizations, and small business start-up costs.

Eligibility

Applicants must be an Eligible Family Member (EFM) or a Member of Household (MOH) of a Foreign Service direct-hire employee available for worldwide assignment.

Application Procedures

Applicants should submit a completed application form available on the FLO website at <http://www.state.gov/documents/organization/64286.doc>

Applications must contain a one-to-two sentence synopsis followed by a detailed description of the professional development fellowship proposal. The program should be directly related to the EFM / MOH's professional interests, and the proposal must explain how the proposal will enhance the EFM / MOH's skills. As noted above, proposals may include a wide-range of activities. Proposals should provide a detailed breakdown of the expenses involved and give an indication of how the stipend would be used.

Applications should be limited to two (2) pages (see application form).

All applications received will be acknowledged by email within two business days of receipt. Unacknowledged applications will not be considered. Therefore, please contact FLO if you do not receive an acknowledgement.

Reimbursed Costs

Applicants should be aware that, if selected, the Fellowship will reimburse 75% of the proposed cost and the applicant will be responsible for 25% of the proposed cost. Travel, transportation, lodging costs and per diem are not reimbursable under this program. Applicants are advised to carefully review the examples of reimbursable versus non-reimbursable travel expenses provided at the end of this announcement.

Selection Committee

Proposals will be reviewed by a selection committee chaired by the Family Liaison Office (FLO) and include representatives from the geographic bureaus.

Selection Criteria

In selecting grantees, the Selection Committee will consider the following factors:

- a. Unavailability of employment options in the candidate's profession at her/his current post of assignment.
- b. Correlation between the proposed activity and professional development of the candidate.
- c. (where applicable) A connection between the proposed activity and other effort(s) on the part of the candidate to maintain/refresh her/his professional skills (i.e. if the proposal is part of a larger professional development plan).

Proposals from Foreign Service EFMs and MOHs residing at Historically Difficult to Staff (HDS) posts will receive preference as will proposals from posts where no Bilateral Work Agreement or *de facto* work arrangement is in place. A list of HDS posts follows at the end of this announcement; the link to the bilateral and *de facto* list follows: <http://www.state.gov/m/dghr/flo/c21636.htm>

Project Completion

Successful applicants will be expected to complete their proposed professional development program within 12 months of being notified of selection. If the proposal is for an activity in a later timeframe, the reasons should be explained. Fellowship recipients will be required to submit a Project Report describing program activities and accomplishments as well as a Financial Report providing a detailed budget of the project. Those selected can submit receipts for qualifying expenses incurred at any time during the activity but not later than thirty days after project completion.

Application Deadline

Proposals are due in M/DGHR/FLO no later than **March 26, 2007**.

Proposals can be submitted as follows:

- faxed to (202) 647-1670 Family Liaison Office (M/DGHR/FLO)
Attn: FLO Professional Development Fellowships
- emailed to FLOPDFellowships@state.gov
- mailed or hand carried to the Family Liaison Office
M / DGHR / FLO
Department of State
2201 C ST, NW
Room 1239 HST
Washington, DC 20520

Selectees will be notified on or about May 11, 2007. The program will run for one year starting from the approximate signing date of the fellowship grant agreement.

Additional Information

Contact:

Louis Wells,
WellsLL@state.gov
Telephone (202) 647-2356.

Scroll down for

See page 4 - Examples of Fellowship Awards and Travel

See page 5 – Historically Difficult to Staff (HDS) Posts

Examples of Fellowship Awards and Travel

Example 1 : Proposal to enroll in Special Education Certification Training

\$1,600..... Program Expenses excluding travel and lodging
\$ 400..... Travel and lodging expenses
\$2,000..... Total expenses

\$500..... 25% of Total expenses
\$500..... Self-funded component of proposal

Travel and lodging expenses are included in the total project expenses and the recipient will contribute 25% of the total cost of \$2000. The Cox Fellowship will pay \$1500. No Fellowship funds may be used for travel or lodging.

Example 2 : Proposal to Attend Corporate Technology Conference in London

\$ 600..... Program Expenses excluding travel and lodging
\$1,800..... Travel and lodging expenses
\$2,400..... Total expenses

\$ 600..... 25% of Total expenses
\$1,800..... Self-funded component of proposal

Since the travel and lodging expenses exceed the 25% minimum that recipient is required to contribute and these expenses are not permitted under the Fellowship's guidelines, the recipient must pay \$1800. The Fellowship will pay \$600.

Example 3 : Proposal to Enroll in Distance Learning Program at University of Phoenix

\$3,000..... Program Expenses excluding travel and lodging
\$ 0..... Travel and lodging expenses
\$3,000..... Total expenses

\$ 750..... 25% of Total expenses
\$1,000..... Self-funded component of proposal

No travel expenses are included in the total project expenses. The Cox Fellowship will pay a maximum of \$2000; therefore, the recipient is responsible for the balance of \$1,000.

Historically Difficult to Staff (HDS) Posts

EAP Posts

Bandar Seri Begawan, Chengdu, Dili, Guangzhou, Ho Chi Minh City, Jakarta, Kolonia, Majuro, Naha, Port Moresby, Seoul, Shenyang, Ulaanbaatar

EUR Posts

Baku, Banja Luka, Chisinau, Kiev, Minsk, Podgorica, Pristina, Tbilisi, Tirana, Vladivostok, Yekaterinburg, Yerevan

AF Posts

Abidjan, Abuja, Antananarivo, Asmara, Bamako, Bangui, Banjul, Brazzaville, Bujumbura, Conakry, Cotonou, Djibouti, Freetown, Khartoum, Kigali, Kinshasa, Lagos, Libreville, Lilongwe, Lome, Luanda, Maputo, Mbabane, Monrovia, Ndjamena, Niamey, Nouakchott, Ouagadougou, Praia

WHA Posts

Cuidad Juarez, Georgetown, Nogales, Paramaribo, Port Au Prince

NEA Posts

Amman, Baghdad, Dhahran, Jeddah, Jerusalem, Riyadh, Sanaa

SCA Posts

Almaty/Astana, Ashgabat, Bishkek, Calcutta, Dhaka, Dushanbe, Islamabad, Kabul, Karachi, Lahore, Tashkent

February 2007